

***Job Posting Title***

Auditor

***Effective Date***

05/24/2012

***Reference Code***

EA-90150628

***Additional Information***

\$62,000 to \$94,000 / year

***Job Title***

Auditor ( 1 )

***Company***

Amtrak

***Department***

Office of Inspector General

***Project***

The Office of Inspector General (OIG) strives to provide Amtrak employees, its customers, the public and the Congress with the highest quality service and programs through vigilance, timely action, accuracy, and an overall commitment to excellence across the broad range of OIG responsibilities.

\*\*\*\*PLEASE NOTE: \*\*\*\*

Amtrak OIG is not a Federal agency. Our employment opportunities are not Federal jobs.

***Tasks***

The Auditor works as part of a multidisciplinary team conducting independent, objective GAGAS compliant performance, IT/technical or fiscal audits/reviews of Amtrak programs and operations. These audits/reviews include assessments of the economy, efficiency and effectiveness of the Amtrak programs and operations, adequacy of internal controls, compliance with laws, regulations, policies, contracts and/or grants, and adequacy of financial statements, controls, etc. The incumbent serves as a member of an audit/review team assisting and learning the full range of duties to support audit/review engagements.

## **Requirements**

### **EDUCATION:**

Bachelor's Degree in Business, Accounting, Finance, Public Administration, or other related field, or equivalent combination of education, training and work experience

### **PREFERRED EDUCATION:**

Professional certification, such as CPA, CIA, CISA, CFE's preferred.

### **WORK EXPERIENCE:**

The candidate should have one to three years of experience working as a team member overseeing the work of an independent public accountant in the preparation of financial audit statement of a public or private entity. The candidate should also have demonstrated the ability to multi-task with attention to detail and to work effectively as a member of a team and demonstrated the ability to work effectively with audit representatives.

### **PREFERRED WORK EXPERIENCE:**

Familiarity with the accountability community (e.g., OIG, GAO)  
Familiarity with passenger rail operations and/or transportation operations  
Experience using Teammate or similar audit management systems.  
Experience using Word 2010, Excel, ACL or other analytic tools  
Ability to multi-task with attention to detail

### **COMMUNICATION AND INTERPERSONAL SKILLS:**

Must have excellent written and verbal communication skills; must be able to work independently as well as in a team environment with moderate supervisions.

### **PLEASE NOTE:**

Pre-employment physicals and a drug screen are required, as well as successfully passing a background investigation.

### **TRAVEL:**

Yes

### **RELOCATION:**

Yes

## **Contract Type**

Regular

## **Location**

30th Street Station

## **City**

Philadelphia